



---

## **INTERIM PROTOCOLS ON THE USAGE OF MASKS/CLOTH FACE-COVERINGS**

---

### **Purpose:**

This document outlines the usage of masks/cloth face-coverings by all Town of East Bridgewater municipal employees during the COVID-19 pandemic, in accordance with the relevant state mandates.

### **Scope:**

On April 3, 2020, the Center for Disease Control (CDC) recommended wearing cloth face-coverings in public settings where other social distancing measures are difficult to maintain.

On May 1, 2020, Governor Baker issued an Executive Order outlining requirements relating to face-coverings. This Order went into effect on May 6, 2020.

On November 2, 2020, Governor Baker issued a revised Executive Order, COVID-19 Order No 55, requiring that a face-covering be worn by all persons over the age of 5, "when in a public location, whether indoors and outdoors and regardless of social distancing." The new Executive Order goes into effect on November 6, 2020 and expressly rescinds the governor's previous order.

### **Applicability:**

This Protocol applies to all municipal employees who are physically reporting to work.

### **Protocols:**

- a. The Town will provide all employees with at least two reusable/washable masks that meet the CDC and state recommendations.
- b. Any employee who prefers to obtain or use their mask or face-covering may do so. In accordance with the Massachusetts Department of Public Health (DPH) and Center for Disease Control (CDC) guidelines, face-coverings must:
  - Cover the nose and mouth;
  - Fit securely and comfortably against the side of the face;
  - Be secured with ties or ear loops;
  - Allow for breathing without restriction;
  - Be able to be laundered without damage or change of shape;



---

## INTERIM PROTOCOLS ON THE USAGE OF MASKS/CLOTH FACE-COVERINGS

---

- Be made of at least two layers of material;
- Face-coverings may not have an exhalation valve or vent

Note that most scarves, bandanas, and gaiters do not comply with the above requirements.

- c. Employees are responsible for the proper usage and maintenance/cleaning of the mask or face-covering they choose to use.
- d. Masks and face-coverings must be appropriate for work and must not have any messaging, including but not limited to any words and/or symbols. The Town retains the right to require an employee to use a Town-issued face mask if the employee's personal one is deemed not appropriate for work or does not meet DPH and CDC guidelines, as outlined in Section 4.b of this protocol.
- e. Any employee who cannot wear a mask or face-covering due to a medical or disabling condition or who is otherwise exempt under DPH guidance may request a medical exemption from the Board of Health Office and submitting substantiating medical information from a medical provider.

### **Required Usage:**

Employees must use their mask/face-covering in the following way(s):

- a. A mask/face-covering must be worn during the workday, always, unless the employee is in their workspace. Examples of a personal workspace could include a Town vehicle, where the employee does not share that vehicle with another person, or in an employee's office or cubicle.
- b. Regardless of the above, employees must wear a mask/face-covering in their workspaces if they interact with any other individual, in person, in that space, regardless of distance. Employees also must wear a mask/face-covering in their workspace if the workspace is not six feet from other persons.
- c. Employees must wear a mask/face-covering, always, when interacting with members of the public.
- d. A mask/face-covering must always be worn while working outside.
- e. A mask/face-covering must be worn at all times, in all common areas at work, including but not limited to hallways, bathrooms, and stairways.
- f. A mask/face-covering must be worn in all conference spaces.
- g. Using a mask does not replace the expectation that employees should maintain proper social distancing and good hand washing practices.
- h. In accordance with Governor Baker's Order, the Town strongly discourages employees from wearing medical-grade masks to comply with this Protocol, as



EFFECTIVE: NOVEMBER 9, 2020  
Replaces All Previous

---

## INTERIM PROTOCOLS ON THE USAGE OF MASKS/CLOTH FACE-COVERINGS

---

medical-grade masks should be reserved for healthcare workers and first responders during this time.

### **Resources:**

For assistance regarding the interpretation of this protocol, please contact the Board of Health Office.

For assistance regarding CDC or DPH guidelines, contact the Department of Health and Human Services at 617-796-1420.

Employees in need of a face-covering should contact their supervisor or department head.

Governor Baker COVID-19 Order No. 55, issued on November 2, 2020, effective November 6, 2020: <https://www.mass.gov/doc/covid-19-order-55/download>

Guidance from the Massachusetts Department of Public Health regarding the use of face masks may be found here: <https://www.mass.gov/news/wear-a-mask-in-public>

Guidance from the Centers for Disease Control can be found here:

[CDC Guidance: Use of Cloth Face-coverings](#)

[CDC Video: How to Create a Cloth Face-covering](#)